

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Branch

FROM : Acting Chief, Telephone Section

SUBJECT: Telephone Section Monthly Report

DATE: 29 September 1950

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of July, 1950.

Telephone Service Bill	\$11,928.97
Long Distance Bills	2,414.90
Private Outside and Operational Telephones	376.04
T.T. Channels, L.L.'s, P.L.'s and TWX	3,856.35
Miscellaneous	196.35
Total	\$18,772.61

2. The following additional information is submitted for the month of July 1950:

- a. Total number and cost of outside local calls placed over switchboard, EXecutive 6115 and EXecutive 7491----
 No. of calls-72,125 || Cost-\$2,526.38 ||
- b. Non-recurring installation charges for station equipment----\$781.50
- c. Recurring rental of new station equipment less value of station equipment disconnected----increase \$191.00
- d. Non-recurring move or relocation charges for station equipment already in use----\$454.50

3. Also, listed below are estimated amounts for services to be rendered during the month of October, 1950.

Telephone Service Bill	\$12,500.00
Long Distance Bills	2,600.00
Private Outside and Operational Telephones	650.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	250.00
Total	\$21,000.00

4. A total of 47 requisitions for services were processed by this section during the month of September 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc.

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Sept

Hot Plates	—	110.00
Labourers & Trucks	—	5,000.00
NSC	—	40.00
Guards	—	15,850.00
Charged to [REDACTED]	—	150.00

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Renovations { Other - 20,105.00
Quarterly - 22,000.00

173,255.00

Construction (09) — 285.00

173,540.00

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 7 September 1950

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FROM : [REDACTED]

SUBJECT: Report of Operations by the General Services Branch during the month of August, 1950.

Volume:

A.	Requests for services on hand prior to August	8
B.	Requests for services received in writing during August	200
C.	Telephone calls received during the month of August	870
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	242
	August allotment of quarterly encumbrance for alterations and renovations.	\$6683.00
	2. Special orders submitted to GSA not charged to quarterly encumbrance - \$53,631.50	28
	3. Orders submitted to GSA nonreimbursable (written and verbal)	454
	4. Routine inter-office memorandums and inter-agency letters.	20
E.	Orders submitted covering 09 requests	\$935.00 4
F.	Requests for services on hand 31 August	48
G.	1. Space moves during August	18
	2. Total personnel moved	250
	3. Equipment moves	16
	4. Man hours worked by GSA	1021
	5. Estimated cost	\$1481.25
	6. Reimbursement to GSA for laborers assigned to warehouse.	None
	August allotment of quarterly encumbrance	\$5000.00
H.	Protective Services (GSA Guard Posts)	
	1. Reimbursable Posts	\$41,300.00 84
	2. Non-reimbursable Posts	\$39,200.00 31
	3. August allotment of quarterly encumbrance	\$32,083.33
I.	Monies paid to GSA during month of August for services rendered during month of June.	
	1. GSA guards	None
	2. GSA Laborers and trucks	None
	3. Alterations and Installations	\$11,605.86
	4. Miscellaneous	None
	Total	\$11,605.86

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J. Space acquired

Recreation and Cafeteria Bldg.
Total

80,060 sq. ft.
12,115
72,175 sq. ft.

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Office Memorandum • UNITED STATES GOVERNMENT

TO Chief, General Services Branch

FROM Acting Chief, Telephone Section

SUBJECT: Telephone Section Monthly Report

DATE: 31 August 1950

Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of June, 1950.

Telephone Service Bill	\$11,648.84
Long Distance Bills	1,677.70
Private Outside and Operational Telephones	447.42
T.T. Channels, L.L.'s, P.L.'s and TWX	3,926.77
Miscellaneous	206.81
Total	\$17,907.54

The following additional information is submitted.

For the month of June, 1950:

- a. Total number and cost of outside local calls placed over switchboard, EXecutive 6115 and EXecutive 7491----
No. of calls-67,411 Cost-\$2,361.39
- b. Non-recurring installation charges for station equipment----\$661.50
- c. Recurring rental of new station equipment less value of station equipment disconnected----increase \$236.68
- d. Non-recurring move or relocation charges for station equipment already in use----\$675.00

Also, listed below are estimated amounts for services to be rendered during the month of September 1950.

Telephone Service Bill	\$12,500.00
Long Distance Bills	1,900.00
Private Outside and Operational Telephones	650.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	250.00
Total	\$20,300.00

A total of 82 requisitions for services were processed by this section during the month of August 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 3 August 1950

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FROM [REDACTED]

SUBJECT: Report of Operations by the General Services Branch during the month of July, 1950.

Volume:

A. Requests for services on hand prior to July	89
B. Requests for services received in writing during July	215
C. Telephone calls received during the month of July	900
D. 1. Orders submitted to GSA charged to quarterly encumbrance.	132
July allotment of quarterly encumbrance for alterations and renovations.	\$6683.00
2. Special orders submitted to GSA not charged to quarterly encumbrance - \$35,177.00	13
3. Orders submitted to GSA nonreimbursable (written and verbal)	455
4. Routine inter-office memorandums and inter-agency letters.	25
E. Orders submitted covering 09 requests	None
F. Requests for services on hand 31 July	168
G. 1. Space moves during July	17
2. Total personnel moved	358
3. Equipment moves	19
4. Man hours worked by GSA	1323
5. Estimated cost	\$2123.00
6. Reimbursement to GSA for laborers assigned to warehouse.	None
July allotment of quarterly encumbrance	\$5000.00
H. Protective Services (GSA Guard Posts)	
1. Reimbursable Posts \$34,300.00	79
2. Non-reimbursable Posts	31
3. July allotment of quarterly encumbrance	\$30,683.33
I. Monies paid to GSA during month of July for services rendered during month of May	
1. GSA guards	\$34,694.83
2. GSA Laborers and trucks	3,619.47
3. Alterations and Installations	14,906.00
4. Miscellaneous	116.38
Total	\$53,336.68

Attachment

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